

SUPERVISORY ANTHROPOLOGIST

DEFINITION: Under general direction, performs work of considerable difficulty in planning, organizing and overseeing research and scientific analysis related to the preservation of historic properties, sacred sites or other resources of the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides professional review, analysis, evaluation and recommendations related to Navajo Nation cultural and natural resources; provides professional and technical expertise related to historic preservation planning; represents the Nation in matters relating to historic preservation activities and participates in formulating goals and objectives for preservation programs; develops inventory systems for sacred or other traditional resources.

Attends meetings; provides expertise related to anthropological issues; coordinates activities and services between various departments, public and private agencies, organizations and individuals; identifies, evaluates and assesses effects of environmental impact statements on historic properties, sacred sites or other resources of the Nation; conducts field inspections to ensure adequate protection and preservation of historic properties.

Explores and identifies options to reduce, minimize or mitigate adverse impacts on historic properties; responds to public and internal inquiries/complaints and provides information, interprets policies and/or resolves issues; prepares research contracts and defines scope of work; evaluates research proposals, manuscripts and reports; plans, organizes and controls basic research work and studies/analyzes data; prepares articles and monographs for publication.

Serves as a consultant and technical expert for colleagues, general public and representatives of the academic community; researches previously recorded data, relics and ruins and formulates information on the cultural and social development of civilizations; researches information and prepares routine/special reports, recommendations, memoranda, contracts, letters and various other documents; may serve as an expert witness on behalf of the Nation in legal proceedings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of historic preservation regulations, policies, standards and procedures.

Knowledge of principles and practices of anthropological standards, guidelines and methodology.

Knowledge of principles and practices of effective project management and administration.

Knowledge of Navajo traditional cultures and beliefs.

Knowledge of automated information systems and the application of specialized program-specific software.

Skill in applying anthropological theories and principles to complex investigations.

Skill in evaluating historic properties and archaeological deposits.

Skill in preparing and monitoring research contracts and scope of work.

Skill in maintaining detailed and accurate records and preparing reports.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

THE NAVAJO NATION

Class Code: 3601
Professional and Technical Series
Anthropology Group
Overtime Code: Exempt
Pay Grade: 68

SUPERVISORY ANTHROPOLOGIST

MINIMUM QUALIFICATIONS:

- A Master's degree in Anthropology or a related field; and four (4) years of experience in cultural anthropology, ethnography, and/or ethno history with at least one (1) year in a supervisory or lead capacity.

PREFERRED QUALIFICATIONS:

- Six (6) years of supervisory or lead cultural anthropology experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.